

DEPARTMENT OF ADMINISTRATIVE SERVICES
Small Agency Resource Team (SmART)
Payroll Clerk
JOB OPPORTUNITY (Lateral Transfer)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current State Employees holding permanent status as a Payroll Clerk

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 86895-PC

Work Schedule: Monday – Friday (40 hours/week)

Salary: CL16 Salary Range: \$46,721 - \$61,096

Closing Date: October 2, 2015

The Department of Administrative Services, Small Agency Resource Team provides a full range of complex human resources and payroll support services for multiple state agencies and is seeking a candidate who is customer service oriented in providing payroll services.

Eligibility Requirement:

State employees currently holding the above title or those who have previously attained permanent status in this classification may apply for lateral transfer.

Examples of Duties:

Duties of this position include, but are not limited to, preparing and maintaining biweekly regular, overtime and supplemental payrolls and performing various payroll and support activities for assigned agencies. Preparing biweekly regular, overtime, and supplemental payrolls to include timesheets; the reviewing of personnel and/or payroll change notices and posts changes and/or adjustments to master files, e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.; keeping abreast of collective bargaining contract requirements and restrictions as related to payroll; responding to employee inquiries regarding payroll practices and procedures; calculation of workers' compensation and/or retirement payments.

Knowledge, Skills, and Abilities:

Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

Preferred Skills:

- Knowledge of PeopleSoft CORE-CT payroll and EPM system;
- Experience in Excel with the development of spreadsheets and formulas;
- Experience in benefit services.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

In addition to meeting the aforementioned requirements, candidates must submit the following in order to be considered for this position: cover letter, resume, application for employment (CT-HR-12), and your two (2) most recent service ratings:

DEPARTMENT OF ADMINISTRATIVE SERVICES**165 Capitol Avenue****Hartford, CT 06106****ATTN: Susan Turko, Human Resources****FAX TO: 860-622-2835 (Preferred Method)****OR****EMAIL: susan.turko@ct.gov****APPLICANTS MUST NOTE JOB POSTING NO. 86895-PC ON THE APPLICATION.****INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/02/2015 WILL NOT BE CONSIDERED.****AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.